

~~SECRET~~

CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: 4 March 1963

FROM : Chief, Personnel and Training Branch, OL

SUBJECT: February Activity Report

1. PROJECTS AND STUDIES IN PROCESS

- a. Rotation of SL Designees. During February, the transfers of two OL employees to SL support positions outside OL were effective. Also, three SL Designees were returned to the OL Staffing Complement from operating components.

b. Staffing Complement Changes and Classification Studies Regarding SL Positions.

- (1) Classification Survey of Printing Services Division. The Salary and Wage Division is continuing the survey of this Division. Meetings are being held to discuss the remaining unresolved positions and the several uprates requested by PSD for certain GP supervisory positions.

- (2) Upgrading of Position 1209 in Budget and Fiscal Branch, AS/OL. An approved S/C Change Authorization upgrading this position from GS-7 to GS-9 Fiscal Accounting Assistant was received dated 20 February 1963 [] the position which has responsibility for the management and control of funds allotted to OL for supplies, equipment and materials procured for stock or for direct delivery to and immediate use by Agency components. The function was transferred from the Supply Division to the Administrative Staff in November 1960.

25X1A9A

- 25X1A6A (3) Establishment of New Position in Office of Communications, [] A Form 261 dated 4 February 1963 approved the establishment of a new GS-9 Supply Assistant position in [].

25X1A6A

- (4) Establishment of New Positions in [] Station. One GS-11 Transportation Officer, one GS-11 Realty Officer, and one GS-7 Property and Supply Assistant were added to [] Station Staffing Complement by S/C Change Authorization dated 6 February 1963.

25X1A6A

25X1A6A

~~SECRET~~GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: February Activity Report

25X1

✓
2
✓
✓

c. Recruitment

(1) Professional Personnel

- ✓
- (a) Full clearance was received on one Logistics Officer Trainee we had in process. He has advised that he will complete his military service on 8 April and will enter on duty with us on 22 April 1963. An interview with one applicant, on whom invitee clearance was received, was successful; and processing of his appointment is being continued. Another applicant, fully cleared, has advised that he will not be able to give us an EOD date for another six weeks. Two other applicants have resulted in Panel (Personnel-Security-Medical) Cases; one has been disqualified for Agency employment, and the other is being held in abeyance pending further review by the Office of Security and Medical Staff.

CONFIDENTIAL

CONFIDENTIAL

~~SECRET~~

SUBJECT: February Activity Report

✓ (b) One GS-9 Contract Administrator entered on duty with the Procurement Division effective 3 February 1963.

✓ (c) The Supply Division lost the services of one GS-14 Supply Officer who resigned to accept employment with the Department of State [redacted]

25X1

(2) Military Personnel

25X1A Reassignment orders were received dated 19 February 1963 for [redacted] next assignment upon
25X1A ✓ return to his parent service in August, 1963. We have a [redacted] in process as his replacement in the OL Planning Staff.

(3) Other Categories

✓ (a) One Journeyman Monotype Keyboard Operator, two Journeyman Linotype Operators, one Photostat Operator and one Bindery Operative entered on duty in the Printing Services Division. Three Bindery Operatives were reassigned and promoted into other types of positions within PSD, and one Bindery Operative
✓ applicant was placed in process. One LB-9 Photographer (General) resigned for reasons of health and to remain at home to care for her children.

✓ (b) Medical approval and provisional clearance was received on one Telephone Operator, who will enter on duty 4 March 1963. Approval has been obtained through the Security Staff for her to physically work in the Telephone Section on limited unclassified duties pending completion of her full clearance processing.

✓ (c) One W-8 General Mechanic Assistant was placed in process and three other applicants were interviewed during the month for the Conveyor Section, LSD. One of the latter is being processed for employment, but the other two lacked the desired qualifications. One W-11 General Mechanic is scheduled to report for duty with the Agency on 4 March 1963.

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

SUBJECT: February Activity Report

25X1A6A

(d) Two Laborers entered on duty and one Chauffeur was placed in process for the Logistics Services Division. Four Laborers assigned to the Supply Division were reassigned and promoted into other types of positions [redacted]

(e) One Courier and one Mail Clerk were assigned from IAS to the Mail and Courier Branch, LSD, during the month.

(f) One Procurement Clerk (Steno) returned to duty from maternity leave. We lost the services of two Clerk Stenographers and one Flexowriter to maternity leave, and one Clerk Typist by transfer to FE [redacted] to accompany her husband, an Agency employee. Only one clerk stenographer was assigned from IAS to OL during the month. However, we do have four clerical employees, who are only provisionally cleared, detailed to assist with unclassified work in the Procurement Division.

25X1A6A

(g) Two applicants we had in process as WAE Clerk Stenographers, one for Procurement Division here and one for the [redacted] have cancelled. One accepted another position and the other will remain at home to care for her adopted child.

25X1

(h) One GS-6 Supply Assistant resigned to accept employment in private industry.

II. ITEMS OF GENERAL INTEREST

f. Internal Redistribution of OL Personnel Ceiling. A revised distribution of the total OL ceiling authorization of [redacted] to OL Divisions and Staffs was approved by the Director of Logistics on 4 February 1963. Action is now being taken by OL/P&TB to consolidate information received from the several Divisions and Staffs affected, preparatory to requesting adjustments in the OL Staffing Complement to bring the number of S/C positions for each OL component in line with its approved ceiling authorization.

25X9A2

g. Personnel Changes in Personnel and Training Branch, OL. Mr. [redacted] a GS-11 Personnel Officer recently returned from [redacted] has been added to the staff in the OL/Personnel and Training Branch. He reported for duty in OL on 18 February 1963. [redacted] a GS-6 Personnel Assistant, departed on maternity leave 15 February 1963. To date, a replacement has not been assigned.

25X1A9A

25X1A6A

25X1A9A

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

SUBJECT: February Activity Report

- h.c.* ✓ Summer Employee Requirements for 1963. As a result of a survey made of the number of summer employees required by OL components during the coming summer, it was determined that OL could utilize the services of approximately 55 such employees if they are available this year. A formal request for this number was forwarded to the Office of Personnel on 26 February 1963. Personnel actions for these are now in process of preparation.
- i.d.* ✓ Forecast of Military Personnel Requirements for Fiscal Year 1963. OL military personnel requirements for FY-1964 were developed in coordination with OL Division and Staff Chiefs and prepared for submission to the Office of Personnel. The forecast ~~requests~~ *lists* a total of 12 military officers for OL.
- j.e.* ✓ Conversion of Temporary Employees. Three Bindery Operatives and one Laborer were converted from temporary to regular staff employee status effective during the month of February.
- k.x.* ✓ Increase in GP Foreman Salary Rates. A new salary schedule was received for GP Foreman effective 17 February 1963. The Pressman, Offset Photographer, and Compositor Foremen all received a 24¢ per hour increase, and the Bookbinder Foreman rate was increased 19¢ per hour.
- l.x.* ✓ Special Recruitment Efforts. The Office of Personnel has during the past couple of months dispatched several recruiters to various high schools in the neighboring area in order to recruit stenographic, typist, courier and clerical applicants from this year's graduating classes. The shortage of sufficient clerical employees in the Agency is expected to continue until the condition is relieved when these recruits report for duty after their graduation in June. Bindery Operatives and Laborers are being recruited through USES offices and vocational departments of some of the local high schools. The Office of Personnel is also placing an ad in the local newspaper on 3 March 1963 in an attempt to locate some additional telephone operators. The last operator we have in process is scheduled to EOD 4 March 1963, after which we will still have one vacancy.
- m* ✓ *n.* Briefing of New Field Recruiter. A newly assigned field recruiter was briefed by the Chief, P&TB, regarding OL personnel recruitment requirements and logistics functions.

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

SUBJECT: February Activity Report

m 4. Miscellaneous Problem Cases

- ✓ (1) One employee submitted his resignation in lieu of possible recommendation for separation due to unsatisfactory work performance, lack of initiative, and excessive indebtedness.
- ✓ (2) A hold was placed on the processing of a Within Grade Increase for one employee due to his improper attitude and conduct on the job. His case will be reviewed again after a period of three months.
- ✓ (3) Two employees were reassigned within OL due to personality clashes with their supervisor.
- ✓ (4) One employee was reassigned from Langley to the [] due to the great distance involved from his home to the Headquarters Building.
- ✓ (5) The cases of four employees on extended sick leave are being followed closely. Fitness-for-duty medical evaluations are being requested on two of these to determine whether or not they may be candidates for disability retirement.
- ✓ (6) One employee was reported missing but was located.
- ✓ (7) Involvement of one employee in a police action was forestalled through timely action by the Office of Security.

25X1

j. Internal Training. During the month of February the following Logistics employees participated in OTR conducted courses:

25X1A9A	✓	<u>Intelligence Orientation Course</u>		Procurement Division (Phase 1) (Phases 1 and 2)
25X1A9A		<u>Writing Workshop (Basic)</u>		Supply Division
25X1A9A		<u>Administrative Procedures</u>		Planning Staff
25X1A9A		<u>Operations Support Course (Phase 2)</u>		

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

~~CONFIDENTIAL~~

SUBJECT: February Activity Report

Budget and Finance Procedures

25X1A9A

[Redacted]

k. External Training. The following Office of Logistics employees participated in external programs during February 1963. 25X1A

25X1A9A

[Redacted]

25X1A9A

[Redacted]

25X1A9A

[Redacted]

25X1A

[Redacted]

✓ 02. The Logistics Support Course is scheduled to be given during the three week period from 8-26 April 1963. We anticipate a full enrollment of approximately 18 for the Course.

✓ P. A Printing Services Seminar has been scheduled for 19-21 March. Announcements regarding this seminar have been sent to all Agency Training Officers as well as a special article which will appear in the new OTR Bulletin.

n. The March Schedules for our Trainees are as follows:

25X1A9A

[Redacted]

Assigned to Supply Division

- Assigned to Transportation Division

On-the-Job training - Supply Division

25X1A9A

[Redacted]

On-the-Job training - EE Division

On-the-Job training - Procurement Division

25X1A9A

[Redacted]

- On-the-Job training - Supply Division

- On-the-Job training - Supply Division and
Phase 2 of the Intelligence Orientation Course

~~SECRET~~

~~CONFIDENTIAL~~

~~SECRET~~

~~CONFIDENTIAL~~

SUBJECT: February Activity Report

- ✓ o. Other Training. Five OL professional employees recently completed a Logistics Briefing Program conducted by the various Divisions and Staff Chiefs.

Q ✓ p. OL Personnel Statistics

No. of
T/O Slots

Ceiling
Auth.

On-Duty
Strength

Over or 25X9A2
Under Ceiling

--

III. SPECIAL PROBLEMS

None

--

25X1A9A

Distribution:

Orig - Addressee

1 - OL/P&TB Official File

25X1A9A OL/AS/P&TB/ [] (5 March 63)

~~SECRET~~

~~CONFIDENTIAL~~